

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 5, 2018**

**Closing Date: September 12, 2018**

**SPECIAL INVESTIGATOR  
Family Division  
New Castle County**

**Job Responsibilities and Duties:** This is a Special Investigator position within the Department of Justice and under direct supervision of and in collaboration with the Director of the Family Division.

This Special Investigator will conduct investigations for the Director of the Family Division as needed. This investigator will also serve as the School Ombudsman. This position will require this special investigator to ensure the proper administration of school criminal offense reporting law and school bullying prevention law. Investigations include suspect interviews, witness interviews, collection and review of evidence and/or documents, and assisting Deputy Attorneys General in the presentation of cases to State and Federal Courts as well as other boards and hearings. This Special Investigator will prepare and submit timely investigative reports as well as any other reports that may be required. This Special Investigator will maintain professional contacts and strong lines of communication and coordination with all law enforcement and certain regulatory agencies in the State. This Special Investigator will also maintain professional contacts and strong lines of communication and coordination with the Delaware Department of Education. This Special Investigator may provide court testimony in State and Federal Courts, as well as before other boards and various agency hearings as needed. Special Investigators are expected to maintain an effective level of communication and coordination with all other Special Investigators in the Department.

This Special Investigator will report to the Director of the Family Division or designee for assignments and will be based in New Castle County, with travel as necessary statewide.

Special Investigators are required to maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, Accurant, Firearms and other areas of expertise, as necessary. Familiarity with Excel is preferred.

**Minimum Qualifications:**

1. Substantial experience as a law enforcement officer.
2. Ability to work independently or within a team to investigate complex and difficult cases.
3. Ability to prepare comprehensive investigative reports for review by the Deputy Attorneys General.
4. Ability to qualify and carry the departmental issued firearm.
5. Possession of a valid driver's license.
6. Current Council on Police Training (COPT) Certificate or recent COPT certification.
7. Familiarity with the DELJIS, NCIC, automated warrant system and LEISS system.

8. Strong written and verbal communication skills.
9. Current Council on Police Training (COPT) Certificate or recent COPT certification.

**Internal Delaware Department of Justice Applicants: Please send an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: Please submit a Resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6th Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to 302-577-5866. EOE.**